



Order of meetings for 19<sup>th</sup> December 2018  
7.00pm Establishment

## STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Establishment Committee, on Wednesday 19<sup>th</sup> December 2018, at 7.00pm, Council Chamber, Greenacre Centre, Stotfold

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### AGENDA

- 1. Apologies for absence**
- 2. Disclosures of Members Interests on matters contained in this agenda**  
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
- 3. Public participation – questions, comments and responses**  
Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee.
- 4. Staff training – conferences/seminar**  
To approve executive action taken by the Clerk in booking the following two training opportunities to take advantage of early bird rates and as space as limited, and to approve the Clerk's attendance at a further conference:

#### Booked under executive action

Clerk's attendance – SLCC Practitioners Conference, 14<sup>th</sup> & 15<sup>th</sup> February 2019, Kenilworth. £299 plus vat, plus mileage.

Topics include: effectiveness in the workplace, plastic free communities, sourcing external funding, action plan for death of a senior person of state, devolved planning decisions, GDPR, budget planning, think tank exercise

Assistant Clerk's attendance – SLCC Regional Seminar, 30<sup>th</sup> January 2019, Wyboston. £80 plus vat, plus mileage

Topics include: policy issues affecting local councils, cyber insurance, managing change in the community, writing press releases

#### To be approved

Clerk's attendance – SLCC Leadership in Action, 5<sup>th</sup> to 7<sup>th</sup> June 2019, Stratford-Upon-Avon. £635 plus vat, plus mileage

Topics include: think tank – addressing key leadership challenges for the local council sector, development of clerk profession, bullying in the workplace, managing the pace, challenges of working in a devolved administration, digital service delivery and disrupters in local government, refocus the purpose, local democratic innovation – more to be confirmed

**5. Salaries update**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1<sup>st</sup> April 2019. This applies to x5 office staff members only. Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1<sup>st</sup> April 2019 which has resulted in a change to spinal column points and scale ranges used. For example, the old spinal point (SP) 18 has now become SP7, but remain in the same scale ranges, so no decrease in salary. Across the 5 staff members affected by this change, there has been a 4% increase in salary due. The larger percentage increases are due to those on lower salary scales. Adjustment has been made to the Establishment Committee budget for 2019/2020 accordingly - salary, pensions, etc.

**6. Precept for 2019/2020 financial year**

To consider a report from the Clerk, and the Precept amount to be requested from Central Bedfordshire Council for the financial year 2019/2020, for recommendation to Council. See report attached.

**7. Items for information purposes, relevant to this Committee only**

*KA Elliott-Turner*

**Mrs KA Elliott-Turner  
Town Clerk**

14<sup>th</sup> December 2018

Members of the Establishment Committee: Cllrs Cooper (Chairman), Collier, Mrs Clarey, Mrs Cooper, Hayes, Mrs Hyde and Saunders. Other Councillors for information only